

Do any of the clerical, paraprofessional or related class specifications describe the work performed by the position?

Office Secretarial series: Office Clerk series:

Office Processing Clerk series;

Office Service Clerk series;

Office Supervisor/Office Manager classes;

Contract Svc Assistant series:

Claims Reviewer series;

Service Specialist/Supervisor series;

Paralegal series; Legal Secretary class;

Personnel Clerk/Associate series;

Statistical Assistant series:

1. Work is NOT encompassed by any specific class, (i.e. general administrative liaisons for an administration in large agency; or legislative liaison; or agency unique functions).

2. Employee does not meet the Minimum

Qualifications (limited instances). Notify DSAPC

1. Use proper class.

before proceeding.

* Evaluate position using the position to position comparison method {In most cases this will be the MD Management

- 2. <u>Mixed Duties Position</u>: two or more areas of work encompassed by a specific class:
 - * Evaluate each area of work/job component in accordance with the job evaluation standard used for that type of work, (i.e. Personnel Point Factors, Training Position Supplemental Standards)
 - * Classify the position in administrative class at the grade determining level under the mixed duties evaluation method. {Note, as a general rule, job component should consume at least 20% of work time

Data Entry Operator series;		Classification Fa	ictors}	to be considered significant; Mixed duties
Agency unique clerical /paraprofessional classes.				only applies to non-supervisory positions.
			_	
YES Function((s) Un	nique to Agency	Function	n(s) Cross Agency Lines
1	3			act DSAPC &/or other agency for similarly
Standards to determine proper class comparis	comparison position within agency functioning position to be used for comparison.			